



## **CJIS Board Meeting Minutes**

**November 18, 2008 – 3:30 PM- 4:30 PM**

**Chief Justice's Office ~ 1<sup>st</sup> Floor, Supreme Court**

### **Attendees:**

Chuck Placek, Chief Justice Gerald VandeWalle, Lisa Feldner, Pam Schafer, Amy Vorachek, Leann Bertsch, Thomas L. Trenbeath, Brandi Fagerland and Sue Davenport

- **Approve minutes**
  - Chief Justice VandeWalle moves to approve. Thomas L. Trenbeath seconds. Minutes approved.
- **CJIS Project Status**
  - The Portal 2.0 Project is on track and go live is scheduled the middle of December 2008.
  - Fourteen agencies are using the Cruiser module.
  - CJIS marketing tools: CJIS attends vendor shows, law day at Capitol. Next we want to have posters made. Pam showed an example. It needs changes. The Chief does not like the picture. The intended audience is law enforcement. Pam has Deborah working on it. Chief agrees with marketing posters but wants Pam to keep the personal contact as well. Tom asked if expense was an issue. Pam has talked to Dan Sipes and he will talk to OMB. Chief thinks posters and brochures (informational) are alright, pens are not necessary. Tom suggests getting someone to rubber stamp that. Chief reminded the group that some legislators don't like advertising. Pam will not proceed with the pens but will continue working on the posters.
  - The results from gathering information from disposition reporting were presented. It should be noted errors occur manually and electronically. It does show that fewer errors occur if the agency is using the electronic means, Justware. BCI contacts/returns disposition to the State's Attorney's office to inform them of their error if not filled out correctly. The next step is to meet with the Justware group, December 16<sup>th</sup> Darin and Gordon meet with the group.
- **SAVIN Executive Steering Committee**
  - **Project Schedule Status Report**
    - The SAVIN Project plan was signed off October 15, 2008.
    - The first six jails are identified: NCCRC, Lake Region, Mercer, Mountrail, Grand Forks and Richland.
    - A status report is received from Appriss weekly on Fridays. Amy will send the Steering Committee the link to Appriss's ND SAVIN Implementation Web Site. Computers are connected in some jails and Appriss is to start testing in December. First agency should be running by the end of January.

- Some changes to the Project Schedule have been made. On page 2 more tasks were added in the jail "rollout". This was done to indentify key tasks, assign responsibility and to track progress. The DOCR's completion date will be changed from 4-16-09 to 4-30-09. This will not affect scope or budget, we are on task.
  - Surveys: 6 are not returned; 3 agencies do not have a system at all and a couple are LERMS users. Appriss will need to work with them.
  - The Chief asked how much work has to be done locally. Amy said the jail management system they are given is very basic. Appriss does some basic training with them.
- SAVIN Governance Committee and Highlights/Discussion from 10-29-08 meeting and Victims Fair Treatment Standards 12-34
- Amy informed the group that she has received a number of calls from various Victim Witness Advocates regarding the Victims Fair Treatment Standards. Concerns they have raised are: amendments are premature (system is not in place), responsibility to register is placed on victims, and the need for backup of notification of victims if they choose not to register. Chuck brought up current statute for sex offender notification which puts the responsibility on law enforcement to notify. If there was a way to identify who wants to know and who was going to be notified without registration, we would do it. Amy is looking for what position the CJIS Board wants to take on the standards during the legislative process. Discussion focused on the amendments to the bill. Chuck said there are 2 conflicting statutes which need to be resolved. Page 8 section 5 is the section that was added last session. Amy said that Victim/Witness staff feels the focus needs to be on section 5. The bill draft is final as the Judiciary Committee approved it. The next stages are to work through the legislative process where all interested parties can be represented. Tom would like to review the SAVIN Governance Committee minutes before making a decision. Amy's concern is that we do not want the amendment process to negatively affect the implementation of SAVIN. The Chief asked if we suggested the amendments to the Judiciary Committee. In review, the Judiciary Committee during April 15, 2008 meeting Senator Nething requested that Legislative Council staff work with Mr. Placek and others to prepare a bill draft with would address statutory changes regarding notification which will be necessary when the SAIVN project is operational. He said the bill draft should provide for a contingent effective date. Chuck, Amy, Pam and Ken Sorenson, and Vonnerte Richter had a bill draft review meeting August 5, 2008. The Judiciary Committee approved the bill draft on August 12 with changes that are documented in the Judiciary Committee minutes. The CJIS Executive Steering Committee reviewed the bill draft at the

September 16, 2008 CJIS Executive Steering meeting, SAVIN will be going up in stages; therefore "make effective" only occurs when SAVIN is operational. Pam noted a group of people put a lot of effort into creating these standards and are worried about people slipping through the cracks. Chief said the system was not 100% before, Leann noted that in prior testimony that the current methods are not full proof either. Pam suggested a solution may be to revert section 1-4 as originally written and make changes in section 4, 5 6. Chief wants some protection that says when we do that, we reduce the responsibility of people slipping through the cracks. Is there some language we could amend this with? Amy looked at other states; many have not touched their bill of rights. Chief stated that victims have to leave their information if they want to be notified either way. Those concerns were brought up to the Judiciary Committee. The purpose of the SAVIN system is to notify the identified victim. Chief would like to see something from advocates on how the victims are to be notified and what their proposed amendments would be. Janel Moos has offered to come to this board. Chief's concern is we have a responsibility to notify these victims. If we have that responsibility we have to know who they are. Can they give him another way to notify them? Leann suggested if law enforcement individual would be able to state voice their concerns and perspectives on this. Members of the SAVIN Governance committee, which include jail administrators and law enforcement officials early on, supported the bill draft amendments; however through the process of working on the project they feel SAVIN will be used as an enhancement or tool for their job.

- **State Radio IJIS Study Report**

- The final copy was distributed to the CJIS Board. The document is an open record and is available.
- Pam will take care of some of the recommendations from this study, including customer focus. Tom asked if there is anything Pam sees that would benefit CJIS. Yes, the front end web presence. To implement the front end web presence, what level of agency officials are needed to move in this direction? Lisa stated she was working with the Adjutant General as CJIS and State Radio are Governor Cabinet members. There are some serious accusations in the report and we have to deal with them. The survey's that CJIS is doing is addressing some of the items from the report. It is natural to point out things you want to improve. Chief is concerned with the lack of growth accusation in the report. The statement that required web access is something we have to answer to and what is our answer? The person from IJIS assumes what we are going to do without approval from legislators and the Chief is not happy about that and feels this person doesn't understand the process. We may not have a choice if we use this. We have to be prepared to defend ourselves. Gordon presented the overlap of CJIS and State Radio and rightfully so. Ambulances were never part of what I thought



we were here for. Currently, law enforcement must log into two different systems. Chief does not disagree; he is just not sure if that message should come from us.

- **CJIS Budget**
  - Pam stated she may have carryover monies and is having a meeting Monday with Mike Ressler and Dan Sipes. This is to be an agenda item at a later point.
- **Next Meeting December 11, 2008**
- **Meeting adjourned at 5:00 pm**